



Report to the Auburn City Council

Action Item

Agenda Item No. 8

City Manager's Approval

To: Mayor and City Council Members
From: Bernie Schroeder, Director of Public Works
Prepared By: Carie Huff, P.E., Associate Civil Engineer
Date: July 9, 2012
Subject: City of Auburn ADA Transition Plan – Request for Proposals

The Issue

Shall the City of Auburn release the Request for Proposals for the City of Auburn ADA Transition Plan?

Conclusions and Recommendation

Staff recommends that the City Council, **BY MOTION**, authorize the Director of Public Works to release the Request for Proposals for the City of Auburn's ADA Transition Plan.

Background

The Americans with Disabilities Act (ADA) originally passed on July 26, 1990 as Public Law 101-336 (42 U.S.C. Sec. 12101 et seq.), became effective on January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA required state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities (buildings and sidewalks, etc.).

In order for the City of Auburn to be compliant with Title II of the ADA, the City is required to implement an ADA Transition Plan for City buildings and rights-of-way (streets, sidewalks, parks and parking lots). City staff has generated a Request for Proposals (RFP) delineating the requirements of the ADA Transition Plan. The RFP is scheduled to be released on July 11th with proposals due on August 8th. Staff anticipates returning to City Council at the August 27th meeting with a consultant recommendation.

Alternatives Available to Council; Implications of Alternatives

1. Accept staff recommendations.
2. Take no action.

Fiscal Impact

The 2012/2013 budget has allocated \$27,000 for the ADA Transition Plan. An additional \$8,008 is available via a safety/ADA grant from Northern California Cities Self Insurance Fund (NCCSIF) bringing the total to approximately \$35,000.

Attachments: Request for Proposals for the City of Auburn ADA Transition Plan

CITY OF AUBURN



Request for Proposals for the City of Auburn ADA Transition Plan

**City of Auburn Public Works Department
1225 Lincoln Way
Auburn, California**

July 2012

City of Auburn
Lincoln Way
Auburn, CA 95603
530-823-4211

Date of Issuance: July 11, 2012
Submittal Deadline: August 8, 2012

I. Introduction

The City of Auburn, California, is soliciting proposals for consulting services to compile and implement a comprehensive ADA Self Evaluation and Transition Plan for City buildings, parks, parking lots, streets, intersections and sidewalks, etc.

This Request for Proposals (RFP) seeks to secure the most qualified Consultant to assist the City by performing field investigations within the City rights-of-way (streets, intersections, curb ramps, sidewalks, etc.) and City facilities (including parks and parking lots) into a comprehensive ADA Transition Plan.

II. Background

The Americans with Disabilities Act (ADA) originally passed on July 26, 1990 as Public Law 101-336 (42 U.S.C. Sec. 12101 *et seq.*), became effective on January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA required state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities (buildings and sidewalks, etc.).

III. Scope of Work

ADA Self Evaluation and Transition Plan for Buildings and Right-of-Way

Following is a proposed scope of services for the development of the City's ADA Self Evaluation and Transition Plan. Additional steps may be added as the Consultant determines appropriate based upon their experience.

1. ADA Self Evaluation

- a. The Consultant shall assist the City in developing the procedure and forms needed to conduct a Self Evaluation.
- b. The Consultant shall compile the final Self Evaluation Report.

2. Barrier Assessment

- a. Buildings
 - i. The Consultant shall determine which City buildings are subject to the requirements of the ADA.
 - ii. The Consultant shall compile plans (if available) for all City buildings requiring assessment (see Exhibit A).
 - iii. The Consultant shall conduct the necessary investigations of the areas of each City building open to public access.
 - iv. The Consultant shall originate Access Compliance Assessment Reports (ACAR) identifying each physical element within the public areas of City buildings that constitutes a code violation or otherwise hinders or prevents access to persons with disabilities.

Each ACAR shall include, but is not limited to the following:

- Executive summary;
- As-built dimensions as it relates to ADA access;
- Barrier Severity Rating (relative level of impact to access);
- Reference to code defining the barrier to access;
- Proposed solution(s) to eliminate the barrier.
- Individual detailed cost estimate for each solution;
- Digital photograph(s) of each barrier to access;
- Reference drawing/map showing the location of the barrier.

b. **Public Rights-of-Way**

- i. The Consultant shall conduct field investigations of all City of Auburn streets (approximately 65 miles), parks and parking lots (see Exhibit B and Exhibit C respectively).
- ii. The Consultant shall originate ACAR's identifying each physical element within the public rights-of-way that constitutes a code violation or otherwise hinders or prevents access to persons with disabilities. Compliance shall be measured using the ADAAG (ADA Accessibility Guidelines for Buildings and Facilities), the Public Rights of Way Guidelines (PROWAG) from the Federal Access Board, the Federal Highway Administration's California Edition of the Manual on Uniform Traffic Control Devices (MUTCD) and California Code of Regulations/Title 24. Each ACAR shall include the following items:

- Executive summary;
- As-built dimensions as it relates to ADA access;
- Barrier Severity Rating (relative level of impact to access);
- Reference to code defining the barrier to access;
- Proposed solution(s) to eliminate the barrier.
- Individual detailed cost estimate for each solution;
- Digital photograph(s) of each barrier to access;
- Reference drawing/map showing the location of the barrier.

3. Comprehensive ADA Self Evaluation and Transition Plan

- a. The Consultant shall develop the comprehensive ADA Self Assessment and Transition Plan for Buildings and Public Rights-of-Way based upon guidance from City staff and public input. The same level of detail presented in the ACAR shall be provided in the ADA Transition Plan reports, as a minimum requirement. The ADA Transition Plan shall include, but is not limited to, the following components:
 - i. Methodology for evaluation of barriers,
 - ii. Methodology for prioritization of barrier remediation,
 - iii. A summary of costs remediation,
 - iv. Implementation phasing schedule,
 - v. Procedures and forms for monitoring implementation,
 - vi. Procedures and forms for performing evaluations of additional barriers,
 - vii. Procedures and forms for filing Requests for Accommodation,

- viii. Standard drawings for remediation methods,
- ix. A section shall also be included that lists references and contacts information for ADA and accessibility related resources.

4. Public Participation and Outreach

The City will develop an outreach program to advise the public of the ADA Self Assessment and Transition Plan project and to provide an opportunity for interested persons, individuals with disabilities or organizations representing persons with disabilities to participate in the development of the plan.

- a. The Consultant shall prepare program materials, compile responses to Public Outreach questionnaires and assist the City in eliciting public input into the ADA Transition Plan process, as necessary.
- b. The Consultant shall assist the City with organizing a Project Kick-Off Workshop (or workshops) to inform the community of the project and receive initial input on the process. The Consultant shall attend the workshop, maintain a record of the proceedings and comments and be prepared to answer questions within their area of expertise.
- c. The Consultant shall assist the City with organizing a Plan Review Workshop (or workshops) to present the draft plan to the community and receive initial input on the proposal. The Consultant shall attend the workshop, maintain a record of the proceedings and comments and be prepared to answer questions within their area of expertise.

5. Project Database and Mapping

- a. Database – the Consultant team shall develop a database for the ADA Transition Plan using Microsoft Excel or other City approved software. The purpose of the database is to facilitate ongoing monitoring and updating of the final comprehensive ADA Transition Plan by City staff. The database shall correlate all aspects of the transition plan and shall be produced using the database, including but not limited to, Access Compliance Assessment Reports, Transition Plans, reference drawings, standard drawings and photographs. The database shall be the property of the City of Auburn when the ADA Transition plan compilation is complete.
- b. Project Map – The Consultant shall develop a city-wide reference map using AutoCAD. The map shall fully show distinct points for each identified barrier to access.

6. City Staff Training

- a. The process is expected to be an educational experience for the City of Auburn staff. The Consultant shall train designated City staff in the following areas:
 - i. Applicable government code, statutes and regulations;
 - ii. Performing field investigations and inspections;
 - iii. Preparation of ADA Compliance Assessment Reports;
 - iv. Using and maintaining the database;
 - v. Using and maintaining the project map;
 - vi. Monitoring and updating the ADA Self Evaluation and Transition Plan.

Deliverables – the following shall be the minimum deliverable elements:

- Self Evaluation Update recommendations including proposed procedures and forms;
- Draft Self Evaluation Report in binder and electronic formats;
- Draft Self Evaluation Report in binder and electronic formats;
- Draft ADA Compliance Assessment Reports for City buildings submitted in binder and electronic formats;
- Final ADA Compliance Assessment Reports for City buildings submitted in binder and electronic formats;
- Draft ADA Compliance Assessment Reports for City rights-of-way submitted in binder and electronic formats;
- Final ADA Compliance Assessment Reports for City rights-of-way submitted in binder and electronic formats;
- Draft Public Participation and Outreach Program;
- Final Public Participation and Outreach Program;
- Public meeting agendas and minutes;
- Draft ADA Self Evaluation and Transition Plan submitted in binder and electronic formats;
- Final ADA Self Evaluation and Transition Plan submitted in binder and electronic formats;
- Draft format for Database and Project Map – electronic file(s).
- Final Database and Project Map – electronic file(s).
- Consultant shall attend at least two (2) City Council meetings to present the draft and final ADA Self Evaluation and Transition Plan for review and adoption.

IV. Submittals

Six (6) copies of the proposal shall be submitted. The proposal shall be based on the Scope of Services as described above and shall be organized in an easy-to-follow format. The proposal shall include, but not be limited to, the following information:

- ✓ The Consultant team's name, address and a brief history of the firm.
- ✓ Names of specific individuals who will be assigned to this project and their relative experience. Resumes showing relevant experience are required of each team member assigned to this project.
- ✓ Certification: Project manager and/or team members conducting field evaluations or having any role in manipulating physical barrier data, reference drawings, etc. for this project shall have current certification as an Accessibility Inspector/Plans Examiner, as provided through the International Code Council (ICC). Also, the proposed project manager shall be a Certified Access Specialist (CASP) certified through the Division of State Architect:
<http://www.dsa.dgs.ca.gov/access/casp/htm>
- ✓ Submit three (3) sample ADA Transition Plans (in electronic files on individual CD's) including an example of project scheduling and duration control. Examples of projects commissioned within the last five years of similar size and scope are preferred.
- ✓ All Consultant team members allowed to perform field investigations shall be included in an approved list and verified through picture identification. Only verified field evaluators will be allowed to enter City facilities or perform field investigations within City owned areas.
- ✓ Submit a work plan and proposed schedule showing tasks and time frames necessary to accomplish the requested scope of services by the completion date.
- ✓ Identify any unique experiences, abilities or services that can be provided by the Consultant to solve these challenges. Cite examples where these qualities were used.

- ✓ Describe methodology for training City staff to ensure proper implementation and monitoring of the ADA Transition Plan.
- ✓ Demonstrate the commitment that the Consultant will bring in responding to City staff and project demands in a timely manner. Examples of past projects that show how the Consultant surpassed expectations in meeting the needs of the client.
- ✓ Provide references for all similar work or ADA Transition Plans, which have been completed by the Consultant within the past five (5) years. Include the name, address and telephone number for a direct contact person (project manager) for each reference.
- ✓ **COST PROPOSAL** – Separate cost proposals shall be submitted in a separate sealed envelope labeled “Cost Proposal.” The cost proposal shall be itemized by phase, task and by each staff person proposed for the project and the estimated hours for each based upon the Consultant’s proposed work plan. Submittal of costs shall be formulated such that actual hourly wages are provided and subtotaled showing two separate line items for overhead and profit. Include additional charges for and subconsultant services and reimbursable expenses.

Please note that the City will require the selected Consultant to enter into a Professional Services Agreement which is attached (Exhibit C). All proposed changes to the Professional Services Agreement shall be incorporated into the proposal.

V. Consultant Selection Criteria

It is critical that the Consultant be able to demonstrate a history of providing a stable workforce in projects of similar size and scope for a City or municipal entity. That information is expected to be part of the Consultant’s documentation.

Each proposal shall be evaluated using the following criteria:

Technical Criteria	Points
1. Proposal demonstrates a clear understanding of the ADAAG, Federal PROWAG, MUTCD and Title 24 requirements and the work to be performed.	25
2. Relevant experience and technical competence of the Consultant, the personnel assigned to this project, the degree of participation in the project by the key personnel.	25
3. Recent experience with similar type projects including ADA Title II projects.	15
4. Reference and information from other organizations for which the Consultant has provided comparable service.	10
5. The degree of promptness and commitment with which the Consultant can commence and complete the work.	10
6. Experience in client training for similar projects.	10
7. Ability of consultant to demonstrate the project in clear terms that articulate in non-technical terms the issues at hand.	5

100 points total

VI. Anticipated Consultant Selection Schedule

The following is the anticipated consultant selection schedule:

RFP issued	July 11, 2012
Pre-Proposal meeting at 9:00 a.m.	July 25, 2012
RFP due at 2:00 p.m.	August 8, 2012
Shortlist complete	August 13, 2012
Short listed firms notified	August 13, 2012
Consultant interviews	August 15-17, 2012
Scope of work refined and contract negotiations complete	August 21, 2012
City Council approval of consultant agreement	August 27, 2012

VII. Consultant Selection Process and Contract Negotiations

The selection process will consist of the following:

1. City staff will review and evaluate each submitted proposal. The evaluation shall take into consideration the evaluation criteria included previously.
2. The evaluation team shall perform any additional investigation it considers necessary to obtain full information on consultants being considered. If reference checks reveal untruthful statements of qualifications, the proposals will be rejected.
3. The evaluation team shall rank the proposals and may create a shortlist of up to four (4) firms to be interviewed. Selected firms will be provided with location, date, and times and instructions prior to the interview.
4. After the interviews, the City will attempt to negotiate a mutually satisfactory agreement with the highest ranked consultant. If a mutually satisfactory agreement cannot be negotiated with the highest ranked firm, the City of Auburn will attempt to negotiate an agreement with the second highest ranked proposal, etc.
5. After a mutually satisfactory agreement has been negotiated including the approval of all required insurance and endorsements, the final section of the Consultant will be submitted to the City Council with a recommendation for award of the contract. A copy of the City of Auburn Professional Services Agreement is included as Exhibit C. The agreement includes the City's insurance requirements as well as other pertinent information. *All proposed changes to the Professional Services Agreement shall be incorporated into the proposal.*

The City of Auburn reserves the right to:

- a. Request clarification of additional information from any firm at any time.
- b. Examine the experience and capability of the firm's team members. The City may object to specific proposed team members.
- c. Reject any and all proposals and terminate the RFP.

Please also note:

- a. Receipt of a proposal by the City does not constitute a contract with the City and the City accepts no responsibility or liability for any costs incurred in the preparation and/or submission of such proposals.
- b. Failure to respond to any portion of this proposal may result in possible rejection of the complete proposal from further consideration.
- c. At any point, if the City of Auburn feels that the project is not progressing in the appropriate manner, the City of Auburn has the right to request a new project manager and/or terminate the contract with the firm.

VIII. Pre-Proposal Meeting

A non-mandatory pre-proposal meeting will be held for the purpose of reviewing the proposed scope of work and answering questions pertaining to the City of Auburn ADA Transition Plan RFP. A brief tour of the facilities will be conducted after the pre-proposal meeting.

Date: July 25, 2012
Time: 9:00 a.m.
Location: City of Auburn ~ City Hall ~ Room 10
1225 Lincoln Way
Auburn, CA 95603

IV. Proposal Deadline

Date: August 8, 2012
Time: 2:00 p.m.
Location: City of Auburn ~ City Hall ~ Room 8
1225 Lincoln Way
Auburn, CA 95603

Label: City of Auburn ADA Transition Plan

No fax or e-mail delivery of RFP's will be accepted.

X. Questions

All questions regarding this Request for Proposals must be received in writing prior to close of business on July 19, 2012 and shall be submitted in writing to:

Carie Huff, P.E.
Associate Civil Engineer
City of Auburn
1225 Lincoln Way
Auburn, CA 95603
chuff@auburn.ca.gov
phone (530) 823-4211 x142
fax (530) 885-5508

List of Attachments:

Exhibit A – City of Auburn Facilities

Exhibit B – City of Auburn Street Map

Exhibit C – City of Auburn Parks/Parking Lots

Exhibit A
City of Auburn Facilities

City of Auburn Facilities

1. City of Auburn City Hall
1225 Lincoln Way
2. City of Auburn Police Department
1215 Lincoln Way
3. Old City Hall (portions)
1101/1103 High Street
4. Carnegie Library
175 Almond Street
5. Gietzen Fire Station
226 Sacramento Street
6. Maidu Fire Station
901 Auburn-Folsom Road
7. Martin Park Fire Station
485 High Street
8. Old Town Firehouse
485 High Street
9. Airport - Terminal Building
13626 New Airport Road
10. Multi-Modal Station
11500 Blocker Drive
11. Corporation Yard
11500 Blocker Drive
12. City of Auburn Wastewater Treatment Plant
10441 Ophir Road

Note: The Consultant shall determine if the listed locations are subject to the requirements of the ADA.

Exhibit B
City of Auburn Street Index

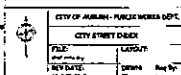
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Exhibit C
City of Auburn Parks/Parking Lots

City of Auburn Parks/Parking Lots

1. School Park Preserve
55 College Way
2. Herschel Young Park (pocket park)
101 Sacramento Street
3. Bicentennial Park
150 Auburn Folsom Road
4. Clock Tower (pocket park)
905 Lincoln Way
5. Tennis Street Alley
Between 835 and 839 Lincoln Way
6. Jury Parking Lot
150 Auburn Folsom Road
7. City Hall/Police Department Parking Lot
1225 Lincoln Way
8. Old Town Parking Lot
Off of Park Street in Old Town Auburn
9. City Parking Lot (near Big-O Tires)
974 Lincoln Way
10. High Street Parking Lot (near Depoe Bay)
913 High Street
11. Downtown Auburn Parking Lot
145 Magnolia Avenue
12. Downtown Auburn Parking Lot
791/729 Lincoln Way
13. Downtown Auburn Parking Lot
Adjacent to 139 East Placer Street
14. Downtown Auburn Parking Lot
At the Corner of High Street and East Placer Street
15. Blocker Drive Parking Lot
11500 Blocker Drive

Note: The Consultant shall determine if the listed locations are subject to the requirements of the ADA.